

# **Santa Rosa County Building Inspection Department**

## **SUMMARIZED CHECK LIST FOR SUBMITTING RESIDENTIAL BUILDING PLANS**

\_\_\_\_\_ **BUILDING PERMIT APPLICATION.** A current Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.

\_\_\_\_\_ **PARCEL NUMBER & STREET ADDRESS.** The **Parcel Number** (Tax ID Number) from the Property Appraiser (983-1880) and the **Street Address Form** from the Postal Coordinator (981-7150) are required.

\_\_\_\_\_ **SEPTIC TANK PERMIT OR SEWER TAP RECEIPT.** A copy of the septic tank permit, the existing septic tank approval from Environmental Health (983-5275 or 934-5175), or the paid sewer tap receipt from the utility company is required. You can check approvals at:  
<http://www9.myflorida.com/environment/OSTDS/Permit/GetPermit.html>

\_\_\_\_\_ **WATER TAP/WATER MANAGEMENT PERMITS** – A copy of a Water Tap receipt or a Water Management permit is required to be submitted with your application.

\_\_\_\_\_ **HOLLEY NAVARRE/MIDWAY FIRE DISTRICT** – A copy of the Impact Fee Receipt is required for all structures in the Holley Navarre or Midway Fire District. Please contact the appropriate Fire Department for details.

\_\_\_\_\_ **CITY APPROVAL.** If the project is located within the city limits of Milton, Gulf Breeze or Jay, prior approval is required. The city documents and/or approval stamps are required to be submitted by the customer to this office when applying for a Building Permit.

\_\_\_\_\_ **ENERGY FORMS.** Two sets of Energy Efficiency Forms. Obtainable from Gulf Power.

\_\_\_\_\_ **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at the Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the County Administrative Center on Hwy 90. The **recorded** copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made **and** a copy must be posted on the job site.

**SPECIAL FLOOD HAZARD AREA.** The Santa Rosa County floodplain management requirements defined in the Land Development Code are designed to prevent new development from increasing the flood threat and to protect new and existing buildings from anticipated flood events.

All new construction located in a Special Flood Hazard Area will provide an original, certified Elevation Certificate before any rough inspections are done. The permit holder has 21 days from the date the lowest floor is established to provide an original certified "Under Construction" Elevation Certificate. Before the final inspection is performed and a Certificate of Occupancy is issued, a "Finished Construction" original, certified Elevation Certificate must be provided.

All new construction located on Navarre Beach and in FEMA designated "V-Zone" property will provide an original, certified Elevation Certificate, Anchor Piling Certificate, and Break-a-way Wall Certificate before any rough inspections are done. Before the final inspection is performed and a Certificate of Occupancy is issued, a "Finished Construction" original, certified Elevation Certificate must be provided.

All new construction located in FEMA designated "Floodway" property will provide an original certified "NO-RISE Certificate" before a permit may be issued.

\_\_\_\_\_ **FLOODPLAIN QUESTIONS:**

For answers to your questions about Floodplain requirements and required documentation, please contact **Karen Thornhill, CFM** at 981-7029.

\_\_\_\_\_ **TERMITE TREATMENT LETTER** – A letter from the Company who will be performing the Termite Treatment specifying the type, method and chemical to be used is required at the time of submission.

\_\_\_\_\_ **PLANS.** Please see attached list.